



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** August 23, 2017

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Dave Repinski, Joy Casperson, Sandy Wormet, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

**Absent:** John Atkinson

**Unexcused Absence:** None

**Staff Present:** Chris Utley, Kari Labansky, and Rose Merrett

**Guests Present:** None

### Opening

1. John Earl called the meeting to order. Roll call was taken with 14 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Repinski to adopt the August 23, 2017 meeting agenda. Seconded by David Moore. Passed unanimously.  
**MOTION CARRIED.**

John welcomed staff including Chris Utley, Kari Labansky, and Rose Merrett.

Motion was made by Donna Maly to adopt the June 28, 2017 meeting minutes. Seconded by Stacy Ewert. Passed unanimously.  
**MOTION CARRIED.**

2. **President's Comments**

John Wenum Family Apartments are going well. Things in Necedah are moving along smoothly. September meetings are changed from the 8<sup>th</sup> to the 15<sup>th</sup>. The time of the two committee meetings were flip flopped. Anyone is welcome to come to the committee meetings. Things are going well in the agency and moving smoothly.

3. Executive Director's Report

Fred expressed gratitude to the board members for attending the meeting. He explained that Donna's mom could use prayers and that Donna was home with her. Rose is filling in for Donna, and she has a lot of talent. He distributed a picture and asked board members to "Name That Board Member"; the picture was of John Wenum. Volunteer recognition will take place today. John Atkinson and Representative Keith Ripp could not attend, however Representative Ripp brought a Wisconsin flag to be displayed at the Dells office which was flown over the capital in honor of John and all his work at the Rio Food Pantry. The art work on the wall has been removed due to safety concerns. Lisa Williams and Wendy Schneider were not able to attend today's meeting. United Way - Adams County funds were received and a United Way contribution form was distributed to board members. The Staff Voluntary Contribution Fund is currently at approximately \$10,000; it was started many years ago is used to help clients, board members, or other employees in financial need. The new WISCAP Executive Director is Brad Paul. We are considering starting an eBay business in the lower level of our building. A treadmill has been purchased from a business that vacated space in the lower level of our building; an incentive program promoting healthy habits will be implemented. Plans are underway to renovate the Beaver Dam Warehouse/Garage to accommodate our new Commodity Supplemental Food Program. Paul Sucharski with the Badgerland Jet Ski Pilots held a fundraiser again this year and has donated \$20,000 over the past six years to our Wisconsin Dells Food Pantry.

Motion was made by Renee Greenland to accept the Executive Director's Report of August 23, 2017. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky gave a report on the Cash Account as of June 30, 2017 which reflected a cash balance of \$611,206. She also presented Construction Costs for the John Wenum Family Apartments. The State of Wisconsin is holding up payments for the project. One concern they have is a lack of a "Division of Housing" sign in front of the building; we are having one made. We are looking at different ways to get our vendors paid until project funding is released. Jim Dahlke is on vacation; Rose Merrett is assisting with the guardianship program.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of July 21, 2017. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the May 12, 2017 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Pictures were shared of The John Wenum Family Apartments construction progress with the Grand Opening being planned. Renee Greenland has been hired as a part-time Program Specialist through a new contract we have with South Central Workforce Development Board. Fred asked committee members if they would like additional information and reports regarding any of our programs. The Dells Lot #2 sale did not go through; the investment group representative continues to search for a buyer. The HOME and Federal Home Loan Bank Applications have been submitted for Charlie Krupa School View Senior Village. Charlie shared a newspaper article regarding land transfer approval and mentioned the hard work of the village on a \$500,000 grant to assist with infrastructure. Muriel mentioned that both the Beaver Dam Homeless Shelters are being used fully with desperate need for a House Manager at the Women's Shelter. Many fundraisers are being held with much community support. The list of needed supplies was distributed to committee members and will be distributed throughout the agency for anyone who wishes to donate; collection will take place at the August Board Meeting or can be dropped off at CWCAC anytime. Wendy Schneider will be added to the PBP Committee Meeting Agenda for updates on Homeless issues. The next meeting will be held on Friday, September 15, 2017.

Motion was made by Scott Beard to accept the PBP Committee Report of July 21, 2017. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of July 21, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the June 9, 2017 EPF&A Committee meeting. Fred reported that Renee Greenland was hired as a part-time Program Specialist. WISCAP has narrowed down their search for a new Executive Director. Kari presented a recap of construction and other costs for the John Wenum Apartments Project. The first draw from the CHDO grant in the amount of \$237,857.00 is in process. Motion was passed by unanimous vote approving the report with thanks to Kari. Committee members reviewed a new Affordable Housing Development organizational chart presented by Fred. The August Board Meeting was discussed. Fred mentioned that Representatives Glenn Grothman, Keith Ripp, Mark Born, and Ed Brooks were invited, as well as Tyler Burke from our Necedah Apartments. Committee members discussed board and committee meeting schedules with no changes to report. Muriel shared a list of items needed for the Men's and Women's/Families Shelter in Beaver Dam which will be distributed to staff asking them to bring donations to the August

Board Meeting. Donna Maly reported that Dodge County has approved increasing their annual county contribution to Community Action from \$5,000 to \$7,500. The next meeting will be held on August 11, 2017.

John Earl asked board members to review the EPF&A Committee report of August 11, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the July 21, 2017 EPF&A Committee meeting. The Committee went into Closed Session by unanimous roll call vote. The Committee resumed in Open Session by unanimous show of hands. No Finance Report. Committee members reviewed the Agency Organizational Chart offering suggested revisions. Committee members reviewed and discussed the Agency Wage Scale. Construction on the John Wenum Apartments is progressing well. Federal Home Loan Bank sent a request for information which means our application is in the running. We are working with the State on requirements necessary to complete the first funding draw from our HOME grant. We will compete for Section 8 contracts during the renewal period and consider expanding our service area. Charlie reported that after much hard work, the Village of Necedah has received a substantial grant to assist with updating of streets, curbs, and sidewalks surrounding our next senior housing project in Necedah. Committee members reviewed the resolution which reads, *"WHEREAS: Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and WHEREAS: Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and WHEREAS: Program staff include Jim Dahlke, Jeff Housker, Susan Mischock, and Dawn Anderson; Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect."* After discussion, Dave Singer made a motion to approve the resolution and submit to full board for approval at the August Board Meeting. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.** We are considering converting an area in the garage space of our Beaver Dam building to store supplies for our new Commodity Surplus Program. Motion was approved by unanimous vote changing the September Committee meetings from the 8<sup>th</sup> to the 15<sup>th</sup>. Committee members mentioned various food pantry fundraisers being held. A House Manager is still needed for the Women's/Families Shelter. The date of our Golf Classic has been changed from June 14, 2018 to June 7, 2018; invitations will be given to our board elected officials for distribution to County Board Supervisors at their County Board Meetings. John Earl declared the meeting adjourned. The next meeting will be held on Friday, September 15, 2017.

Fred has contacted the Executive Director from Community Action, Inc. in Rock and Walworth Counties offering for us to apply for the WHEDA Section 8 contract and then contracting with them for office space and staff. Board members expressed consensus to move ahead by a nodding of heads.

Motion was made by Muriel Harper to accept the EPF&A Committee Reports of July 21, 2017 and August 11, 2017. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

6. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Chris Utley received a call from Adams Columbia Electric Cooperative to develop a joint project to replace refrigerators and freezers for clients in Sauk, Adams, and Columbia for up to 1,200 customers who are income eligible. They plan to get together to discuss. Our Weatherization Program has received an increase of funding of \$116,000 for July 2017 through June 2018. Chris Utley was recently appointed to serve on the WI Technical Development Work group for Weatherization. Total clients served were 260; To date 182 freezers/refrigerators, 63 furnaces, and 113 water heaters were installed.

Although Wendy Schneider was unable to attend the meeting, Fred provided information about the transitional Housing program called Project Chance which ended in July; CWCAC was responsible for signing leases and the program could pay rent for up to 24 months. That program has ended and is now called Rapid Rehousing which has different criteria and is a 12 month program.

Lisa Williams is on vacation and not able to present. However, in the Hunger Reduction report, it was noted that there are 16 food pantries, 591 Section 8 Vouchers, 4 of these have ported in, and 55 VASH vouchers.

Motion was made by Renee Greenland to accept the Weatherization, Homeless, and Hunger Reduction reports of August 23, 2017. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by Donna Maly to approve the motion which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and **WHEREAS:**

Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program staff include Jim Dahlke, Jeff Housker, Susan Mischock, and Dawn Anderson; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship

Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect." It will be amended if someone leaves. Seconded by David Moore. Passes unanimously. **MOTION CARRIED.**

The Board of Directors reviewed the updated Agency Organizational Chart. After discussion, suggested revisions were made. Motion was made by Dave Singer to table the Agency Organizational Chart until the October meeting for further review. Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Although guests, Paul and Michelle Sucharski from the Badgerland Jet Pilots, were unable to attend the meeting today, John Earl mentioned their plaque will be presented at a later date.

John Earl offered congratulations and presented the 2017 Employee Longevity Recognition Awards. Certificates were presented to Gina Gray and Joy Casperson for 5 years of service. Other recognitions included Lisa Williams for 15 years of service and Jim Dahlke for 5 years of service. Certificates were also presented to board members, Muriel Harper and John Atkinson for 15 years of service; and Sandy Wormet and Bob McClyman for 5 years of service.

John Earl thanked all volunteers and expressed appreciation for their hard work. Our Wisconsin Dells Food Pantry Coordinator, Holly Weber, assisted in distribution of recognition awards for our Wisconsin Dells Food Pantry volunteers. Volunteers at our other food pantries will be recognized at a later date. The Board of Directors expressed their sincerest gratitude to all volunteers with a round of applause.

8. **New Business**

None

9. Next Meeting

Wednesday, October 25, 2017 @ 10:00 a.m. at the new Columbia  
County Building in Portage.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:

  
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Fred Hebert, Executive Director

August 24, 2017  
\_\_\_\_\_  
Date